

**FRANKLIN COUNTY  
DEPT. OF JOB & FAMILY SERVICES  
80 E. Fulton Street  
Columbus, Ohio 43215**

**JOB ANNOUNCEMENT**

**POSITION TITLE:** Attorney/Associate Attorney  
(Non-Bargaining)

**PCN:** 100601

**DEPARTMENT:** Quality Support Services

**P. R.** N16

**RESPONSIBILITIES:** Represent Agency in child support arrearage objection cases; including negotiating and settling cases with opposing parties and attorneys, conducting direct and cross examinations of witnesses, and initiating and responding to subpoenas and motions to produce documents. Work with and establish rapport with magistrates, court liaison personnel, and the Prosecutor's Office. Act as hearing officer on childcare certification termination hearings and issue written decisions in a timely manner. Act as alternate Civil Rights Coordinator and Workforce Development Equal Opportunity Officer.

Conduct legal research through Lexis and traditional research methods on various issues affecting the Agency; including employment labor law, confidentiality, elder and poverty law, bankruptcy, and ethics. Research, review, analyze and interpret proposed and existing statutes, rules, and policies. Research and advise management and staff on legal issues. Attend Continuing Legal Education seminars to remain qualified to practice before the Ohio Supreme Court.

Help with drafting and executing real estate leases and other contracts. Perform miscellaneous duties as required.

**QUALIFICATIONS:** Excellent research skills. Admitted to the Ohio Bar per section 4705.01 of the Ohio Revised Code.

**SALARY:** \$25.60 per hour. 180 day probationary period.

**DATE POSTED:** Friday, December 10, 2010

**DEADLINE TO APPLY:** Thursday, December 16, 2010, by 5:00 p.m.

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

- E.O.E. -